



County of Los Angeles CHIEF EXECUTIVE OFFICE

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DAVID E. JANSSEN
Chief Executive Officer

July 31, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**PROBATION DEPARTMENT:
REQUEST TO DELEGATE AUTHORITY TO CHIEF PROBATION OFFICER TO
ENTER INTO CONTRACTS WITH COMMUNITY-BASED ORGANIZATIONS TO
PROVIDE HOME-BASED SERVICES FOR HIGH RISK/NEED YOUTH UNDER THE
JUVENILE JUSTICE CRIME PREVENTION ACT
(ALL DISTRICTS – 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and delegate authority to the Chief Probation Officer (Probation) to prepare and execute contracts, after approval as to form by County Counsel, substantially similar to the attached sample contract (Attachment A) with three Community-Based Organizations (CBO) as set forth in Attachment B, for the provision of home-based services to high risk/need youth in three service areas for a term commencing September 1, 2007, through June 30, 2008, at an estimated cost of \$220,000 each, fully financed by Juvenile Justice Crime Prevention Act (JJCPA) funding. Funding for these contracts is included in the fiscal year (FY) 2007-08 Adopted Budget.
2. Delegate authority to Probation to approve the addition or replacement of any agency subcontracting with the CBOs and to prepare and execute modifications to each contract for any decreases or increases not to exceed 25 percent of the contract amount. The approval of County Counsel and the Chief Executive Office (CEO) will be obtained prior to executing such amendments.
3. Delegate authority to Probation to prepare and execute modifications to the contracts to extend the term for up to one additional 12-month period and 180 days to the period of performance pursuant to the terms contained in the contracts for individual annual contract amounts not to exceed \$200,000 each,

contingent on continued available funding. The approval of County Counsel and the CEO will be obtained prior to executing such amendments.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The current contracts for these services expire on October 14, 2007. Board approval of the recommended actions will allow Probation to negotiate, sign, and execute contracts with three CBOs. These contracts will provide services that include intensive family-centered, home-based services delivered to a targeted population of high-risk youth ages 14-18 and their families. These services will be provided at the participant's home and are intended to avert an ongoing escalation of criminal and delinquent behavior and to promote school success for all participants.

Services will be provided in three of the five geographical areas known as Clusters within Los Angeles County as indicated on Attachment B.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the Countywide Strategic Plan, Goal No. 5: Children and Families' Well-Being, as implementation of the recommendations will enable a continuum of service models for high risk/needs youth that include home-based services.

FINANCIAL IMPACT/FINANCING

The estimated cost for each contract is \$220,000, fully funded by JJCPA funds. Funding for these contracts is included in the FY 2007-08 Adopted Budget. No additional net County cost is required to fund the recommended contracts. The contracts include provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The scope of work for the contracted service involves providing home-based services to probation youth, including intensive family-centered, home-based services delivered to a targeted population of high-risk youth ages 14-18 and their families. Services to youth and their parents/guardians will include support services to include youth mentoring, regular meetings with youth and their parents/guardians to discuss and monitor appropriate monitoring techniques of the youth's activities at home, goal setting, and participation in meetings with all concerned parties for each youth. To ensure consistency in service delivery and fidelity to the program, Probation Department will provide training on the social learning model to the contractor's staff. Expected outcomes include an increased number of parents that monitor their youth's school performance, attend parent/teacher conferences, and improved school attendance of participants.

The standardized contract contains the most recent required provisions including, but not limited to, non-responsibility and debarment, child support compliance, GAIN/GROW, Safely Surrendered Baby Law, and the provisions of paid jury service time for their employees.

These are Non-Prop A contracts. Consequently, there are no departmental employee relations' issues, and they will not result in a reduction of County services.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts.

In accordance with the Chief Administrative Office memorandum dated July 19, 2002, the proposed contractor has been instructed to register on WebVen.

Probation will not require contractors to perform services that exceed the Board-approved contract amount, scope of work, and/or contract dates.

County Counsel has approved the standardized contract as to form.

CONTRACTING PROCESS

To solicit for the services, a comprehensive Request for Proposals (RFP) process was conducted. Probation released a RFP for home-based services on December 4, 2006.

Consistent with the RFP process, interested contractors were required to submit a proposal demonstrating their ability to provide the home-based services. Approximately 685 letters were sent to community-based organizations; advertisements were placed in the Los Angeles Times, Lynwood Journal, and Eastern Group Publications; the solicitation information and the RFP were also made available through the Internet on both the County of Los Angeles Internal Services Department and the Probation Department web sites.

As a result of the solicitation process, 30 copies of the RFP were provided to potential contractors, 59 contractors registered for the mandatory proposers' conference, and 40 participants representing 38 contractors attended the conference. Eighteen proposals were received by the February 2, 2007, deadline.

The 18 proposals were reviewed using an initial screening "pass/fail" process to determine which proposals would be evaluated. The initial screening was consistent with the Selection Process and Evaluation Criteria set forth in the RFP. The proposals submitted by I-ADARP, Star View Children and Family Services, Phoenix House, and Soledad Enrichment Action were not evaluated because they did not pass the initial screening.

Three evaluation committees were formed to evaluate the 13 proposals that passed the initial screening process. The evaluation committees consisted of Probation Department staff and other Los Angeles County department staff. Evaluation committee members objectively evaluated the proposals submitted by the following proposers by cluster/area.

Cluster 2, Area 1

Asian American Drug Abuse Program, Excel Family Intervention, Families for Children, and Soledad Enrichment Action

Cluster 4, Area 1

Cambodian Association of America, Helpline Youth Counseling, Masada Homes, Soledad Enrichment Action, and Southern California Alcohol and Drug Program.

Cluster 5, Area 2

Asian Youth Center, Optimist Boys Home and Ranch, Tarzana Treatment Centers, and United Community Action Network

The Evaluation Committee members reviewed the proposers' qualifications, approach to provide the required services, and quality control plans then compiled consensus ratings consistent with the Selection Process and Evaluation Criteria as set forth in the RFP. The proposers with the highest overall scores are being recommended for contract award.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will enable the Probation Department to continue providing the employment services in the aforementioned service areas.

Respectfully submitted,



DAVID E. JANSSEN
Chief Executive Officer

DEJ:SRH:RDC
RBT:YY:yjf

Attachments

Home.Based.Services.Contracts.bl

Cluster 2

Recommended Agency	Service Area
Soledad Enrichment Action	1. Inglewood/Florence/Culver City Area

Cluster 4

Recommended Agency	Service Area
So. California Alcohol and Drug Program	1. Norwalk/Cerritos/Whittier Area

Cluster 5

Recommended Agency	Service Area
Tarzana Treatment Center	2. Antelope Valley Area